How to Start a Funding Application

There are many options for you to start the process of an application in LaMPSS. When you log into LaMPSS click on Programs and Services under the Apply for Funding in the left navigation menu. This will direct you to a list of all the programs and services you can apply for via the self-serve option. When you click on the program name, a display window will open with a brief description on the program. From this window, you can either navigate to the program website or start the process to be directed to LaMPSS Online by selecting the Apply Now button.

You also have the option to click on the Apply link that is to the right of the program name, and you will be navigated to LaMPSS Online. This option would skip the display window.

All program areas have the option to link the application to their program website. You could also receive an email from a program area with the link for the application. These links will open directly in LaMPSS Online where you will be prompted to login. This will be the same organization ID, username and password that you currently use to login to LaMPSS.

When you launch the application form, you will receive an email with a direct link to your newly created form. You can use this link to directly return to the form without navigating through LaMPSS.
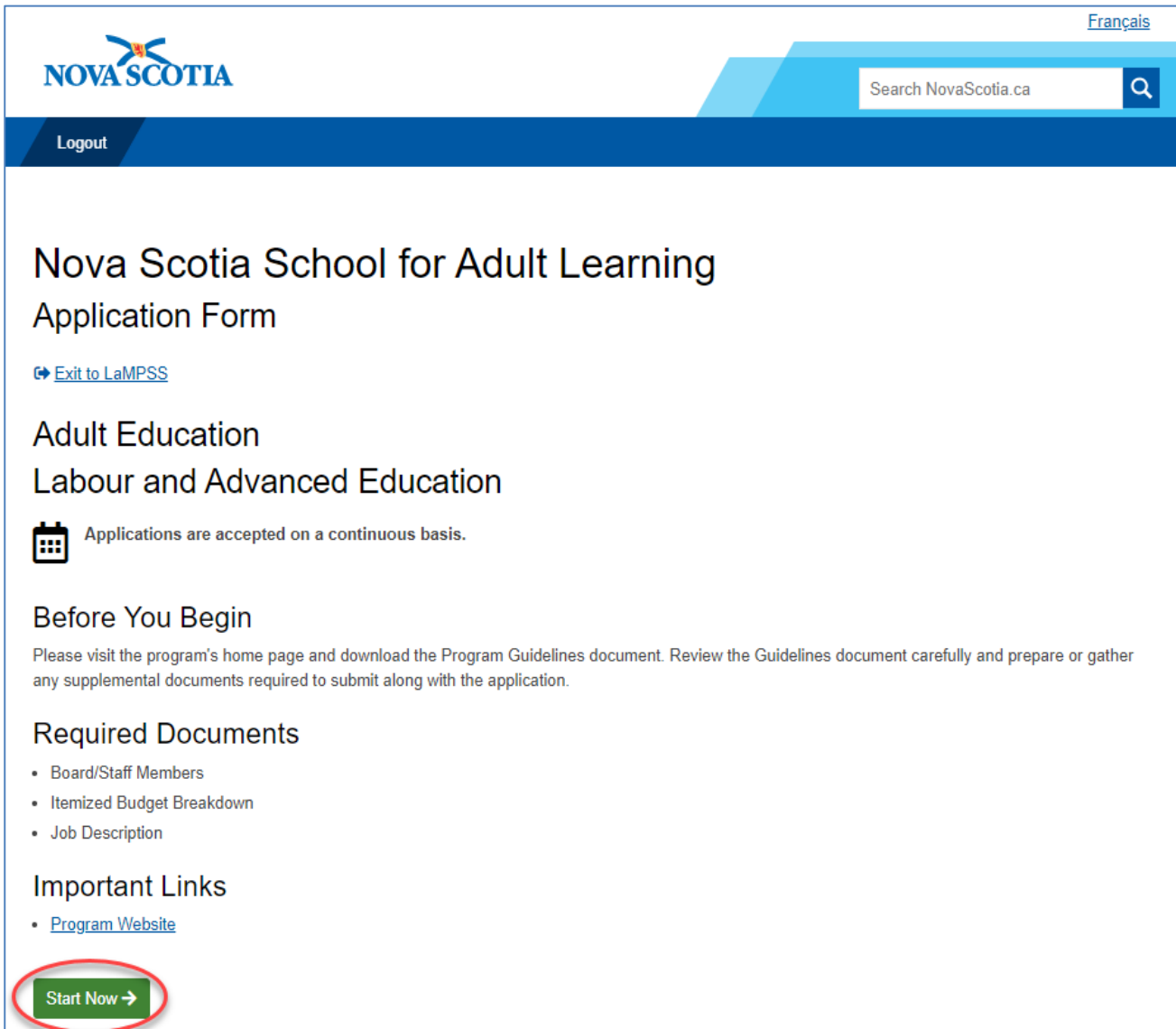
Once you are logged into LaMPSS, the first page of the LaMPSS Online application is the landing page for the program application. It will display key information about the program you are applying for:

- 'Before you Begin' section which contains information and instructions regarding the application form and program requirements.
- A list of any documents that are required to submit as part of your application.
- Links to the program website and any other relevant websites or resources.
- Application deadline for the program if one is applicable. The example below shows that applications are accepted on a continuous basis.
- If displayed, you will be provided an estimate of the average time to complete the application.

At the top of the landing page there is an option to exit LaMPSS Online and return to LaMPSS. If you wish to start the application, you will click on the [Start Now →] button.

Completing the Application Form
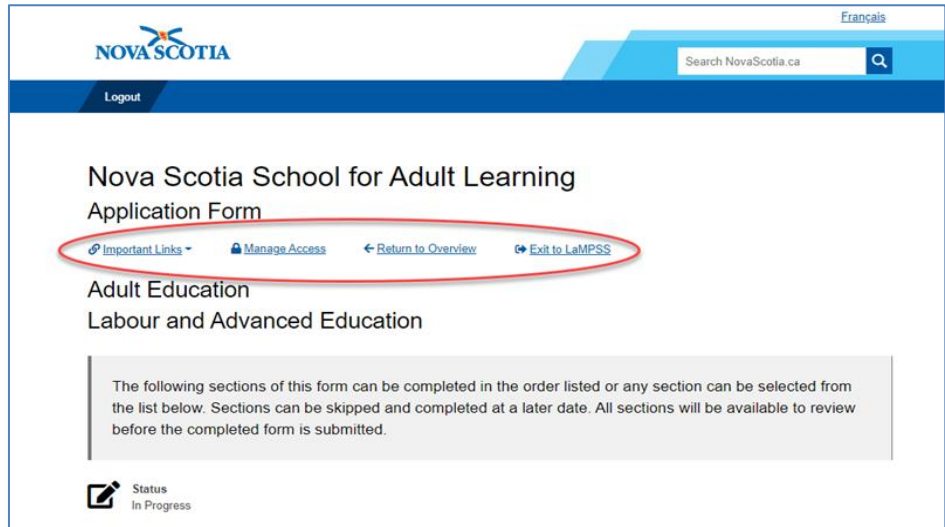
When you click on the [Start Now →] button you are navigated to the start of the application form. At the top of the page, you will notice the following information, Import Links, Manage Access, Return to Overview and Exit to LaMPSS. The Important links will be the same links that were on the landing page, so you can reference the documents to complete your application. If you wish to grant access to any other staff members within your organization, you can select Manage Access where you will be directed to LaMPSS to manage who can access and edit the form. If you wish to return to the LaMPSS Online landing page which provided key information about the program application, you select Return to Overview, and if you wish to exit the application and navigate directly to LaMPSS, you will click on Exit to LaMPSS.

The form name for the application will automatically have a generic name. You have the option of keeping that specific name or providing your application a unique name. A unique name will be a useful tool in finding your specific application under the View/Access In-Progress Forms. It will be helpful if you have or plan to apply for multiple programs in LaMPSS.

The start of the application will list all form sections required to be completed for the specific application. You can complete the sections in the order provided or they can be skipped and be completed later. Some sections must be completed in a specific order, if you navigate to a form section that requires a previous section be completed, a message will be displayed. **All form sections must be completed to submit the application**.

The title of each Form Section provides a link to that section.   To begin the application process, you can click on the Save and Continue at the bottom of the page or use the Form Section list to jump directly to a specific screen.   If you have updated the Form Name, you will need to select Save and Continue to save your update.

Once you select any one of the form sections or save and continue, you be directed to a step in the application. Each step will list all questions under that specific section. If you wish to skip the section, you click on the Skip for Now button at the bottom of the page. If you have provided answers to all questions, to save your answers select Save and Continue.

When you fill in all the required fields and hit save and continue, or have decided to skip the section, the application will move on to the next form section in the application. If you wish to navigate to another section, you can return to the list of sections, by clicking on Return to Section List that is on the top of the page. You can also navigate around the steps of the application by selecting the drop-down menu on the step count that is listed above the section title. Where you can select another form section you wish to complete.

If you have started to answer the fields on a specific page and navigate away from page, you will receive the following pop-up to notify that any unsaved changes will be lost. **There is a 40 minute timeout on each section of the form. If you pause for more than 40 mintues within a section of the form, any information entered will be lost.** Once a section has been saved you will not lose the information.

Once you have completed form sections, if you return to the 'Section List' the form sections will be updated stating when the section was last updated, who updated the section and the status on the specific section. If a section is showing Locked, that means another organization contact that you provided access to, is currently working on that section.

On every application there is a section for Supporting Documents, even if none are required for the submission of the application. This is so you have an option, if you want to provide any documentation in support of the application. If no documents are required, you will see a section on Additional Documentation. If documentation is mandatory to be provided for the submission of the application, the documents required will be listed under Mandatory Documents and there will also be a section if you wish to provide additional documents.
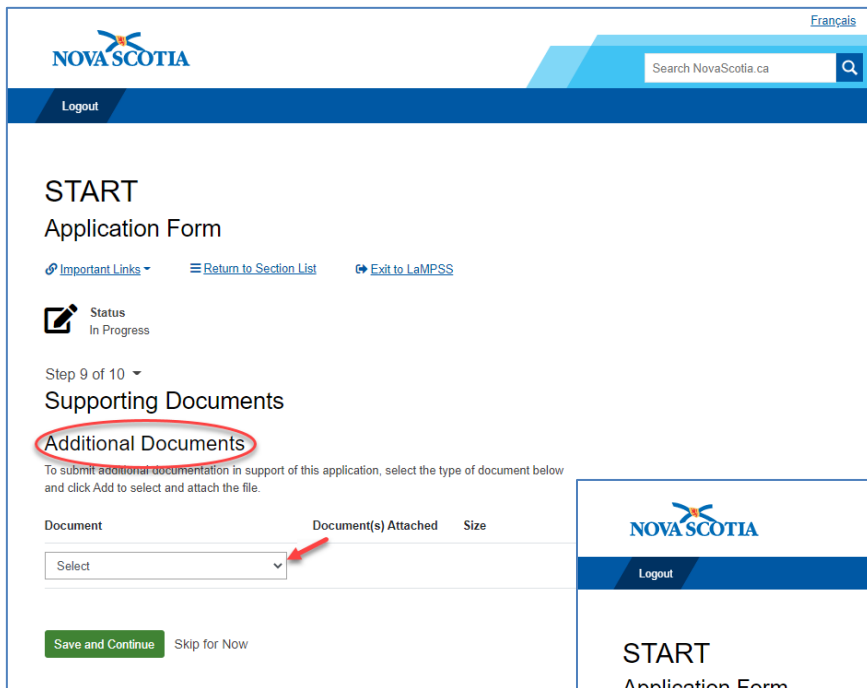
If you want to add a document under mandatory documents, you will click on the Add link that appears to the right of the Document name. An Add link will appear under the additional document section once you select what document you wish to upload.

Once you click on the Add link the following pop up will appear. Where you can either drag and drop the document in this box or click to browse for the specific file you wish to upload. Each file must have a unique file name and be a maximum of 1MB in size. If you try to upload a document that is larger than 1MB, you will receive the following error message.
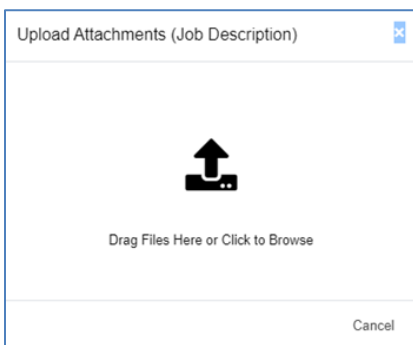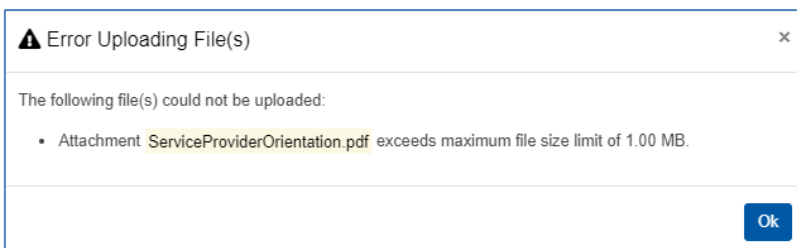
If no documents are required and you are not providing any additional documents, you need to click on save and continue to save this step. If you navigate to the next step to submit, it will notify you that there are sections not completed.
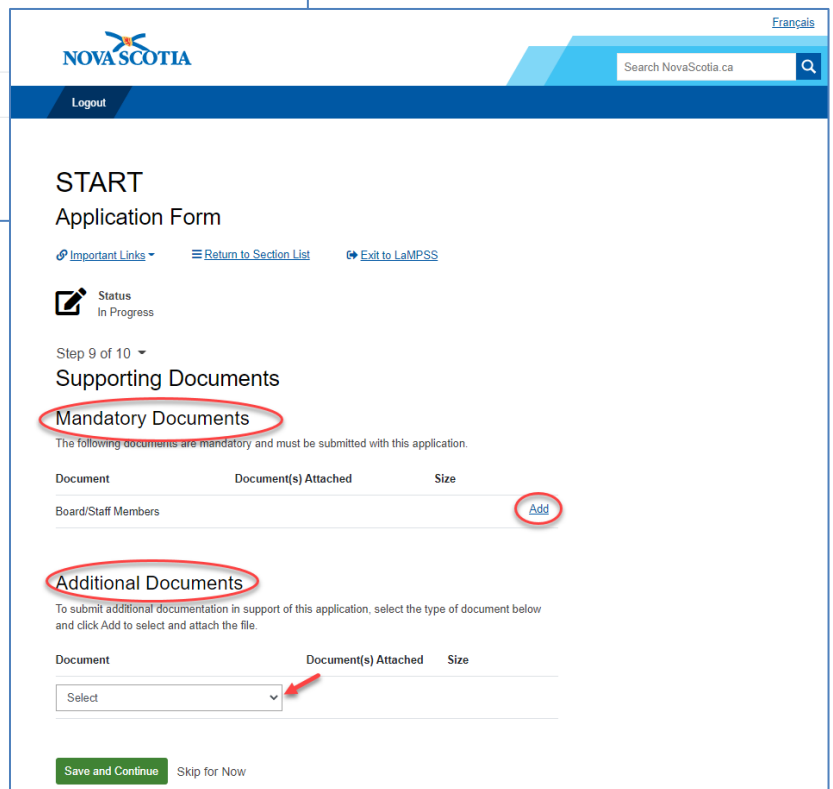
Submission of an Application

The final step on every application is the Form Summary. This is where you can View/Download a Summary of the application and where you submit the application. If all sections have not been completed for the application, you will be directed to return to the Form Section List to identify the sections that need to be completed.
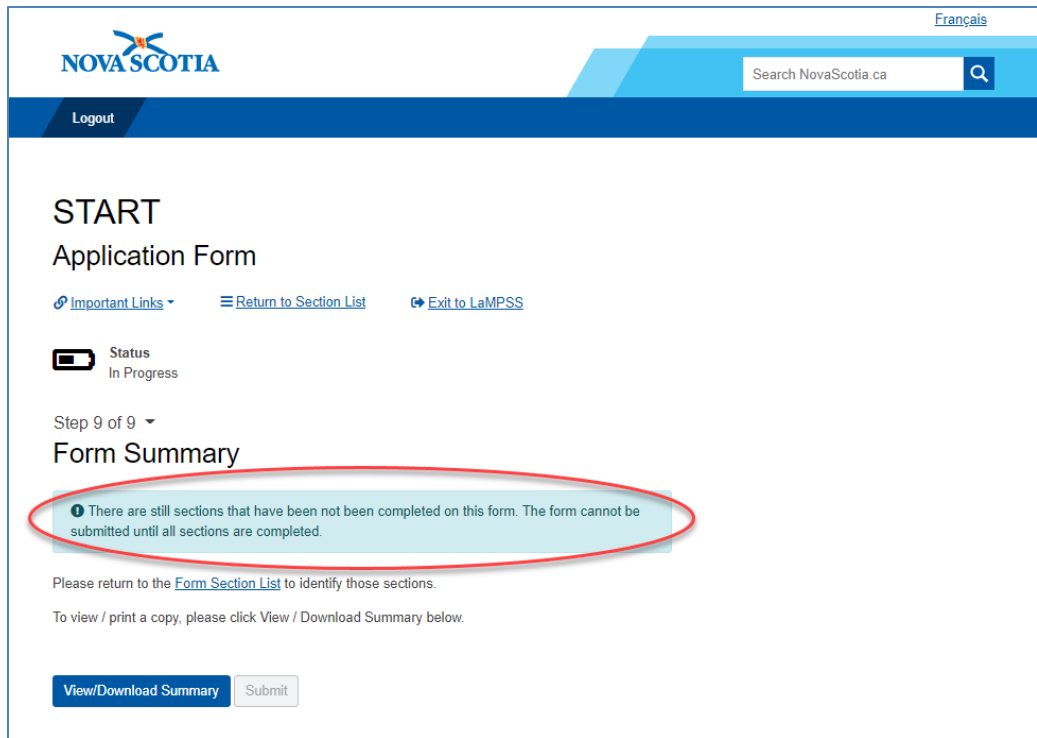
When you click on View/Download Summary you can Download a PDF of the summary and you can navigate to any section that may need to be updated by selecting the Edit link to the right of the form section name. When you click on a particular Edit link, you will be navigated to that form section that the link referenced. You can then update any information, if required.
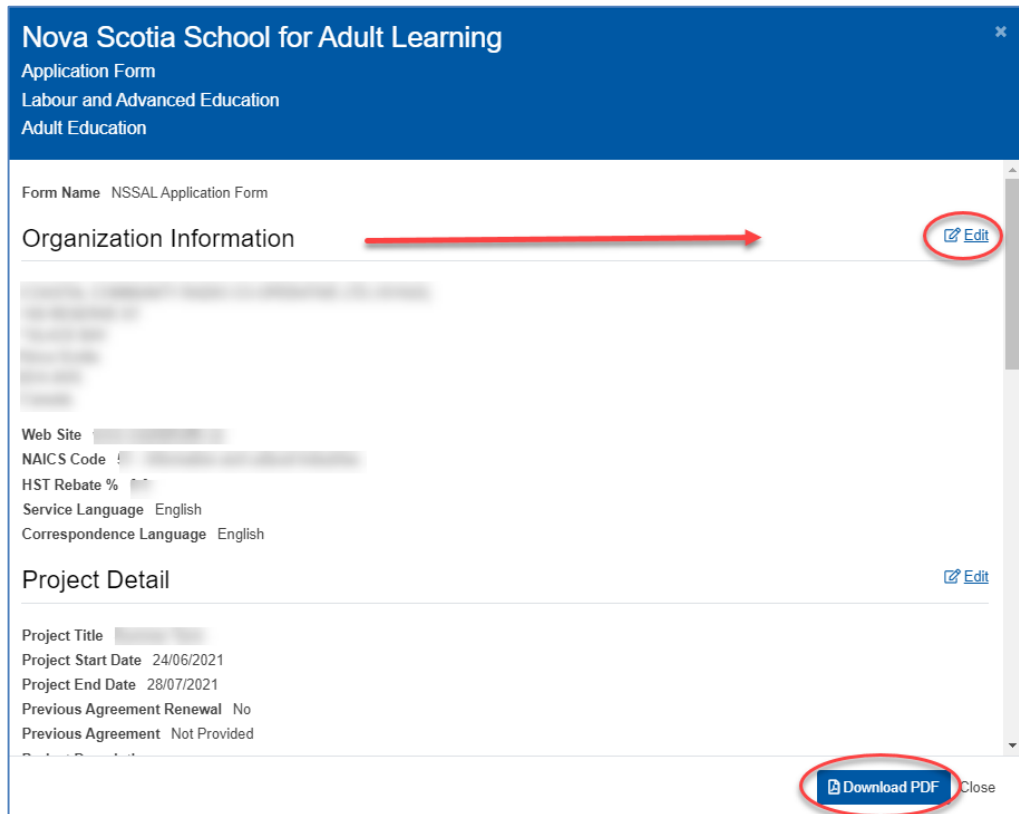
Once all sections have been completed, the Submit button will be visible and you can submit the application.
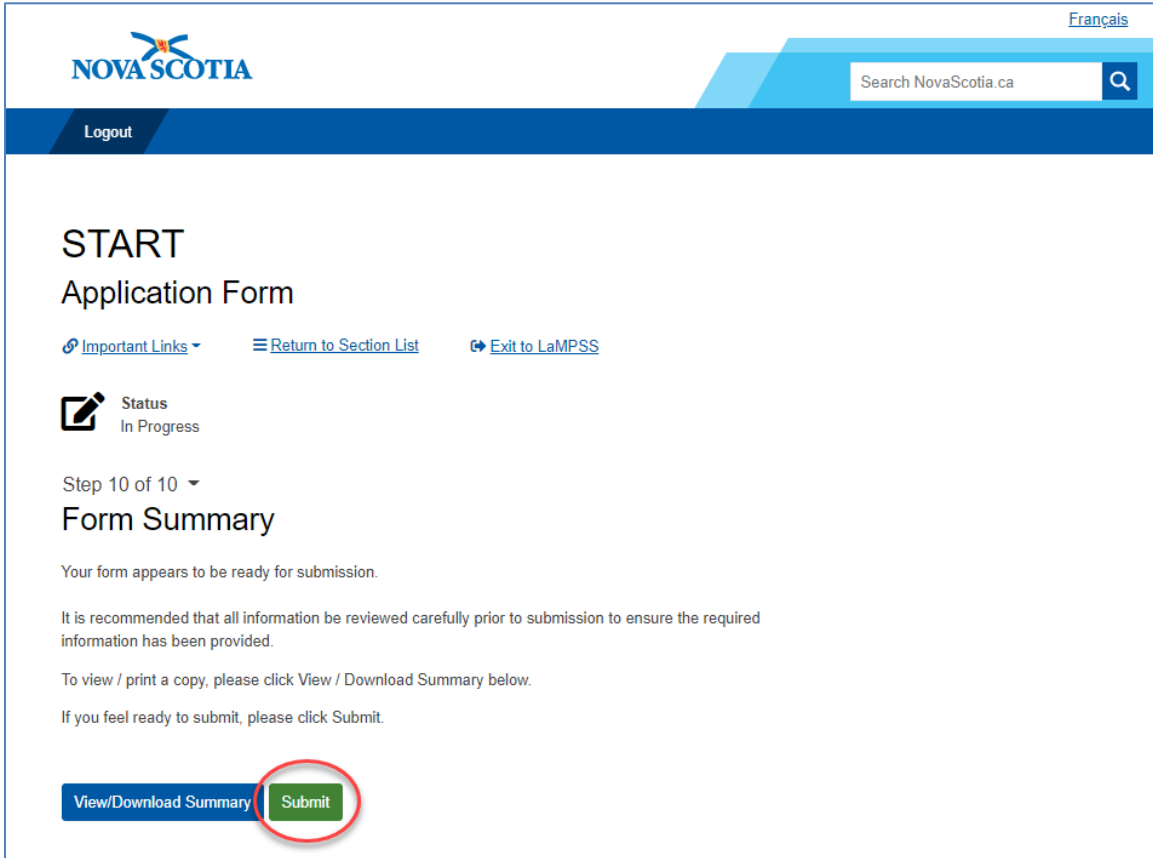
Once the application is successfully submitted, you will receive the following message with your unique agreement number.